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COUNTRY USSR

SUBJECT Staff Distribution and Work Regime
 in the Merchant and River Fleet
 in the US3R

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1. The contingent of personnel working in USSR Merchant Transport is distributed among the following organizations and enterprises which are part of the Merchant Transport System, not counting organizations and enterprises belonging to "The Main Administration of Northern Sea Lanes" system "Glavsevmorputy:"

- | | | |
|-----|--|-----|
| (a) | Steamship lines | 20% |
| (b) | Ports and port stations | 35% |
| (c) | Industrial enterprises (yards, plants, machine shops) | 30% |
| (d) | Administration of shipping lanes and administration of technical fleet | 3% |
| (e) | Construction organizations (trusts, boards, divisions) | 3% |
| (f) | Militarized protection (voyevizirovannaya okhrana) (Vokhr) | 4% |
| (g) | Educational institutions | 3% |
| (h) | Project - scientific and other organizations | 2% |

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2. The contingent of personnel working in USSR River Transport is distributed among the following organizations and enterprises which are part of the River Transport System:

(a) Steamship lines (minus District Administrations)	27%
(b) Ports, wharves, transshipment bases	26%
(c) Industrial enterprises (yards, plants shops)	25%
(d) Administration of lanes and hydro-technical structures	7%
(e) Construction organizations	3%
(f) Militarized protection	4%
(g) Educational institutions	3%
(h) Project, scientific and other organizations	3%
(i) Trade organizations	2%

3. Distribution of cadres in the Merchant Fleet based on their categories by percentage is as follows:

(a) Shipboard personnel of all sorts of fleet units	23%
(b) Shore-based workers	55%
(c) Executive personnel, engineering technical officials and employees	18%
(d) Students	4%

4. Distribution of cadres in River Transport based on their categories by percentage as follows:

(a) Shipboard personnel of all sorts of fleet units	29%
(b) Shore-based workers	49%
(c) Executive personnel, engineering technical officials and employees	19%
(d) Students	3%

The above data fairly accurately illustrate the numerical distribution of personnel in Merchant and River Transport. There are a few inaccuracies that are very negligible.

Numerical Staff Distribution in the USSR Merchant and River Transport

5. As a basis for the breakdown of the contingent of Merchant Transport workers by categories in a somewhat consolidated form, the procedure originally established in the Ministry on the basis of which the Economic - Planning Division of the Ministry established the number of personnel in the organizations subordinate to the Ministry, but it was the Ministry of Labor and Payroll Division which established the staffs of organizations subordinate to the Ministry.

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6. The contingent of workers in the organizations and enterprises belonging to the Merchant Transport System was numerically distributed in 1951 as follows:

	<u>Number of Employees</u>
(A) Steamship lines	64,700
(1) Shore-based executive personnel, engineering technical workers and employees	5,200
(2) Shore-based production personnel	1,500
(3) Shipboard personnel of Transport Fleet	48,000
Of this number: Command Staff	18,000
Rank & File	30,000
(4) Shipboard personnel of the Auxiliary Fleet	10,000
Of this number: Command Staff	4,000
Rank & File	6,000
(B) Ports and port stations	120,000
(1) Executive personnel, engineering technical officials and war employees	30,000
(2) Longshoremen	45,000
(3) Personnel doing mechanical jobs	18,000
(4) Other production personnel	12,000
(5) Shipboard personnel of the harbor fleet	15,000
(C) Shipbuilding and ship repair plants and work shops (industrial enterprises)	100,000
(1) Executive Personnel, engineering/technical workers and plant administration employees	6,000
(2) Shop executive personnel, engineering/technical officials and employees	6,000
(3) Production personnel	80,000
(4) Non-industrial personnel	8,000
(D) Construction organizations (Trusts, Boards, Divisions)	10,300
(1) Executive personnel, engineering/technical officials and employees	1,800
(2) Production workers	8,500
(E) Administration of Shipping Lanes and Technical Fleet	12,000
(1) Executive personnel, engineering/technical officials and employees	3,000
(2) Shipboard personnel of Technical Fleet	2,600
Of this number: Command Staff	900
Rank & File	1,600
(3) Shipboard personnel of Pilot (puteyskogo), Transport and Auxiliary Fleet	3,500
Of this number: Command Staff	1,400
Rank & File	2,100
(4) Production personnel (lighthouse attendants, light-watchers, buoy-keepers, etc)	3,000

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Number of Employees

- (F) Militarized Protection (VOKHR)
(Voyenizirovannaya Okhrana) _____
- (1) Guard (watch) Personnel _____ 14,000
Of this number: Officer Staff _____ 8,000
Non-coms & Rank & File _____ 600
- (2) Fire Protection Personnel _____ 7,400
Of this number: Officer Staff _____ 6,000
Non-coms & Rank & File _____ 400
5,600
- (G) Project and Scientific Organizations _____ 600
- (H) Educational Institutions _____ 14,600
- (1) Institutions of Higher Learning _____ 5,100
Of this number: Administrative and
Professors/teachers staff _____ 600
Students _____ 4,500
- (2) Middle-category educational
institutions _____ 5,700
Of this number: Administrative and
teachers staff _____ 1,200
Students (Kurssanty) _____ 4,500
- (3) Elementary Technical/educational
Institutions _____ 3,800
Of this number: Administrative and
teachers staff _____ 300
Students _____ 3,500
- (I) Other organizations ("Maritime Register")
inspections, Port Supervisor's Inspections,
subsidiary enterprises, etc) _____ 4,800
7. As a basis for the breakdown of the contingent of river-transport workers by categories, compiled, in a somewhat consolidated form, the procedure officially established by the former River Fleet Ministry. This procedure differed in no way from the procedure established in the Merchant Fleet System. Numerically the contingent of workers in organizations and enterprises which are part of the river transportation system, was distributed in 1951 as follows:
- (A) Steamship lines (minus district (Rayon)
Administrations) _____ 198,500
- (1) Shore-based executive personnel, engineering/
technical officials and employees _____ 15,000
- (2) Shore-based production personnel _____ 3,500
- (3) Shipboard personnel of transport fleet _____ 150,000
Of this number: Command Staff _____ 50,000
Rank and File _____ 100,000
- (4) Shipboard personnel of auxiliary fleet _____ 30,000
Of this number: Command Staff _____ 12,000
Rank and File _____ 18,000
- (B) Ports, wharves, trans-shipment bases _____ 195,000
- (1) Executive personnel, engineering/
technical officials and employees _____ 50,000
- (2) Longshoremen _____ 80,000
- (3) Personnel doing mechanical jobs _____ 30,000
- (4) Other production personnel _____ 15,000
- (5) Shipboard personnel of harbor fleet _____ 20,000

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Number of Employees

- (C) Administration of Shipping Lanes of
Hydro-technical Structures _____ 53,000
- (1) Executive personnel, engineering/
technical officials and employees _____ 8,000
- (2) Shipboard personnel of technical fleet _____ 8,000
- Of this number: Command Staff _____ 3,000
- Rank & File (crew) _____ 5,000
- (3) Shipboard personnel of Auxiliary
and Regular River Fleet (puteynskogo flota) _____ 12,000
- Of this number: Command Staff _____ 4,500
- Rank & File (crew) _____ 7,500
- (4) Production personnel (buoy keepers,
semaphores, water-level post
observers, foremen, etc) _____ 25,000
- (D) Militarized Protection (VOKHR) _____ 30,000
- (1) Guard (water) personnel _____ 16,000
- Of this number: Officers Staff _____ 1,500
- Non-coms & rank & file _____ 14,500
- (2) Fire-protection personnel _____ 14,000
- Of this number: Officers Staff _____ 1,200
- Non-coms & rank & file _____ 12,800
- (E) Project - and Scientific organizations _____ 1,500
- (F) Educational Institutions _____ 21,500
- (1) Institutions of Higher Learning _____ 4,400
- Of this number: Administrative and
professors/teachers staff _____ 400
- Students _____ 4,000
- (2) Middle-category educational institutions _____ 11,500
- Of this number: Administrative and
teachers staff _____ 2,500
- Students _____ 9,000
- (3) Elementary technical/educational institutions _____ 5,600
- Of this number: Administrative and
teachers staff _____ 600
- Students _____ 5,000
- (G) Other organizations ("River Register" inspections,
Navigability inspections, printing houses,
ship chandlery/organizations, subsidiary organiza-
tions, etc) _____ 15,000
- (H) Trading organizations which are branch posts of
the Administration for Workers' Provisions
[similar to US Military Post Exchange System] _____ 12,000

8. The following is a breakdown of the numerical strength of merchant and river
transport personnel by basic categories:

Number of Employees

- (A) Merchant Transport
- (1) Shipboard personnel of transport fleet _____ 48,000
- (2) Shipboard personnel of technical fleet _____ 2,500
- (3) Shipboard personnel of auxiliary fleet _____ 28,500
- (4) Shore-based engineering/technical officials
and employees _____ 60,500
- (5) Shore-based workers _____ 189,000
- (6) Students _____ 12,500
- Total _____ 341,000

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<u>(B) River Transport</u>		<u>Number of Employees</u>
(1) Shipboard personnel of transport fleet	_____	150,000
(2) Shipboard personnel of technical fleet	_____	8,000
(3) Shipboard personnel of auxiliary fleet	_____	62,000
(4) Shore-based engineering/technical officials and employees	_____	140,000
(5) Shore-based workers	_____	367,500
(6) Students	_____	18,000
Total		745,500

<u>(C) Merchant and River Transport</u>		
(1) Shipboard personnel of transport fleet	_____	198,000
(2) Shipboard personnel of technical fleet	_____	10,500
(3) Shipboard personnel of auxiliary fleet	_____	90,500
(4) Shore-based engineering/technical officials and employees	_____	200,500
(5) Shore-based workers	_____	556,500
(6) Students	_____	30,500
Total		1,086,500

9. The numerical strength of personnel in the Central Apparatus of the Maritime and River Transport is shown as follows:

(A) Maritime Transport Central Apparatus

The staff of the Central Apparatus of the former Maritime Fleet Ministry was composed in 1951 as follows:

	<u>Number of Employees</u>
(1) Executive personnel, engineering/technical officials and employees, all actually part of the Ministry's Central Apparatus	1300 - 1500
(2) Workers and staff of young attendants	120 - 150
(3) Officials of subsidiary organizations of the Ministry	600 - 800
Total	2020 - 2450

(B) River Transport Central Apparatus

The staff of the Central Apparatus of the former River Fleet Ministry was composed in 1951 as follows:

	<u>Number of Employees</u>
(1) Executive personnel, engineering/technical officials and employees, all actually part of the Ministry Central Apparatus	1500 - 1800
(2) Workers and staff of young attendants	200 - 220
(3) Officials of subsidiary Ministry organizations	1000 - 1100
Total	2700 - 3120

(C) Central Apparatus of the Merchant and River Fleet Ministry

In 1953, the Merchant Fleet Ministry, the River Fleet Ministry and the Chief Directorate of Northern Sea Routes were merged. However, I do not believe that the numerical strength of the Central Apparatus of the newly established Ministry declined considerably if one compares it with the numerical strength of the total apparatus of these three departments before their merger. In my opinion the numerical strength of the Central Apparatus of the Merchant and River Fleet Ministry, not taking into account the Central Apparatus of the Chief Directorate of Northern Sea Routes "Glavsevmorputi," will now be as follows:

	<u>Number of Employees</u>
(1) Executive personnel, engineering/technical officials and employees, all actually part of the Ministry Central Apparatus	2,200-3,800
(2) Workers and staff of young attendants	400- 450
(3) Officials of subsidiary Ministry organizations	1,800-2,100
Total	4,400-6,350

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10. Special attention should be given to the fact that the Chief Directorate of Northern Sea Routes, an independent Department directly responsible to the USSR Council of Ministers until 1953, is now a part of the Merchant and River Fleet Ministry System.
11. The Chief Directorate of Northern Sea Routes "Glavsevmorput" was organized in 1953 on the basis of a decree issued by the former Soviet Narodnykh Komissarov SSSR (USSR Council of People's Commissars). For some time this Directorate was subordinate to the former Merchant Fleet People's Commissariat. About 1944 the Chief Directorate of Northern Sea Routes was again established as an independent organization directly responsible to the USSR Government. The Chief Directorate of Northern Sea Routes was composed of the following:
- (a) The Central Apparatus of the Directorate
 - (b) Arctic Steamship Lines
 - (c) Ports and Port Stations in the North
 - (d) Trading Posts in the North
 - (e) Coal Trusts in the North
 - (f) Winter quarters and Arctic (Polar) Stations
 - (g) Hydrographic Expeditions
 - (h) Arctic (Polar) Airports
 - (i) Expeditions, Scientific Establishments and Stations School
 - (j) Nautical School of Advanced Arctic Studies (formerly the Leningrad Hydrographic Institute "Glavsevmorputy")

The icebreaker fleet of the North and Far East as well as a large number of transport, hydrographic and other expeditionary ships are under the control of "Glavsevmorputy."

12. The total personnel strength in the "Chief Directorate of Northern Sea Routes" organizations reached 40 to 42 thousand persons in 1951. Personnel was distributed at that time approximately as follows:
- (a) Shipboard personnel of all types of fleet units about 6,000
 - (b) Engineering/technical officials and employees about 10,000
 - (c) Production personnel about 25,000
 - (d) Students about 1,000
13. Official figures on the numerical strength of workers and employees employed in USSR transport are given in the following table per year:

1940	about 3.2 million
1945	about 2.9 million
1946	about 3.2 million

These figures became known to me during my stay in the USSR; they are from official sources and for government use only (not to be given dissemination in the press).

14. The five-year plan for rehabilitation and development of the USSR national economy for the period of 1946-1950 provided for an increase of workers and employees in the transport field of approximately 4 million persons and this number was to be distributed as follows:

- (a) Railroad Transport
- (b) Maritime Transport
- (c) River Transport
- (d) Air Transport
- (e) Automobile Transport

On the average, up to 28-30% of the total number of people working in all types of transport in the USSR are employed in Merchant and River Transport.

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15. Working and off-duty periods of Merchant and River Fleet personnel are subject to "Regulations Governing Working and Off-Duty Periods of Water Transport Workers" which were established by a decree issued by former Council of Peoples' Commissars of the USSR and VTSSFS in 1938. Besides, working and off-duty periods are governed by the Labor Code "Kodeksom Zakonov o Trude" as well as other existing government laws and decrees.
16. Working conditions in the organizations of the Merchant and River Fleet Ministry and in the organizations of the Transportation Ministry are somewhat peculiar since basic Ministry operational activities go on around the clock. In establishing duty schedules in the various organizations as well as on ships this peculiarity of Ministry operations is taken into account.
17. [] examine duty schedules of the basic Merchant and River Fleet personnel categories. Since duty schedules in organizations and vessels of the river transport fleet are no different from those maintained in Merchant Transport organizations and vessels, [] comment on the latter leaving out river transport. If there are differences between Merchant Transport and River Transport duty schedules [] point them out.
18. Duty schedules for Transport and Technical Fleet crews are established on the basis of the eight-hour working day. In the USSR stokers working on ships using coal as a fuel, ie, ships lacking mechanical generators, have duty schedules which are established on the basis of a six-hour working day. When ships are enroute their crew members work right through the full calendar period, which means they work also on their allotted weekly day-off as well as on holidays. No compensatory pay is given to shipboard personnel for work performed on these days. Regarding the question of duty and off-duty periods of water transport personnel, it was considered that the work of ship crews at sea as performed for a full calendar period is adequately remunerated on the basis of official seaman's pay rates established for shipboard personnel. For ships enroute, therefore, the following working hours are valid for crew members:

Per day 8 hours
Per week 56 hours
Per month 240 to 248 hours.

Working hours of ship command personnel (captains, their assistant officers, Chief, Second, Chief, Senior and Watch Engineer, electrical engineers, Chief Radio Operator, ship work shop foremen, ships doctors, pursers, donkey-men) are not normalized; in other words, these officers belong to the category of employees not having a normalized working day. This means that if necessary, ship command personnel must extend their duty beyond the eight-hour working day. No extra pay for work beyond the normal(eight-hour) period or duty is paid to ships officers not having a normalized work day. Some compensation, however, is provided as a concession to this category of personnel in the form of extra leave time for a period of seven to 15 calendar days per year.

19. Duty hours of the basic section of the ships' crew (captains, captain's assistants, Chief, Second and Third Engineers, electrical engineers, electricians, engine men, machinists, stokers, sailors) are based on the watch system, four hours on watch and eight hours off duty. Ships stokers working on ships using coal as a fuel get a 12-hour rest period after every four hours watch. Consequently, every ship has three watch periods. The first watch is from 0800 hours to 1200 hours and from 2000 hours to 2400 hours; the second watch from 1200 hours to 1600 hours and from 0001 hours to 0400 hours; and the third watch from 0400 hours to 0800 hours and from 1600 hours to 2000 hours. Ship command personnel are always on a permanent watch and this watch is regulated as follows:

Senior Captain's Assistant (1st mate) and Second Engineer
from 0001 hours to 0400 hours and
from 1200 hours to 1600 hours

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Second Captain's Assistant (2nd mate) and Third Engineer
from 0400 hours to 0800 hours and
from 1600 hours to 2000 hours

Third Captain's Assistant (3rd mate) and Fourth Engineer
from 0800 hours to 1200 hours and
from 2000 hours to 2400 hours

Captains and First Engineers in this scheme are usually exempt from watch duty, periodically, however; but also, under special circumstances, they will go on watch duty, the former on the bridge and the latter in the engine room. As a general rule, Captains share the entire watch with their third mates and Chief Engineers share the entire watch with their 4th engineers. On vessels where there are no third mates and fourth engineers, Captains and 2nd engineers remain on continuous watch from 0800 hours to 1200 hours and from 2000 hours to 2400 hours.

20. The ordinary ship's crew works a so-called sliding watch (Skol'zyashtshuyu Vakhitu). In essence, the sliding watch means that sailors, motormen, electricians, machinists and stokers switch from one watch to another very month. For instance, if motorman "I" stood watch in June from 0400 hours to 0800 hours and from 1600 hours to 2000 hours, in July he will be switched to the watch from 0800 to 1200 hours and from 2000 to 2400 hours; in August he will be shifted to the watch from 0001 hours to 0400 hours and from 1200 hours to 1600 hours and in September he will again go back to his June watch. Ship's crew members going on watch must report at their station 15 minutes before their watch is scheduled to begin. In some cases ship's crew members must stand two watches. In such cases watches are regulated as follows:

First watch from 0001 hours to 0600 hours and from 1200 hours to 1800 hours

Second watch from 0600 hours to 1200 hours and from 1800 hours to 2400 hours

For working two watches, ship crew members, under certain circumstances, receive a pay compensation.

21. Ship crew members in the service and maintenance category do not stand watch. Their work schedule is set up so that it will adapt itself to whatever conditions prevail on the ship, for instance:
- (a) Ship radio operators work according to "performance" schedules established by the navigation communication services.
 - (b) Ship locksmiths usually work from 0800 hours to 1700 hours with one hour off for lunch.
 - (c) Cooks work in the galley when meals are prepared for the ship's company.
 - (d) Doctors are expected to render medical service 24 hours a day. In practice, however, they have very little to do.
 - (e) Ship's accountants (purser's office) work from 0800 to 1700 hours but they also have very little to do.
 - (f) First mates (pompolity) (strictly political officers) generally do not have a fixed duty schedule.
 - (g) Donkeymen (on tankers) are usually charged with loading operations. Enroute they have no duties.

When vessels are not enroute, crew members are transferred to shore personnel work schedules, which means they work:

8 hours a day
48 hours a week
204 (on the average) hours a month

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22. The duty schedule for shipboard personnel in the Auxiliary Fleet at periods when ships are enroute is established on the same basis as that for Transport Fleet ships, namely:

8 hours a day
56 hours a week
240 to 248 hours per month.

The only difference is in the method of regulating watch duties. On ships belonging to the Auxiliary Fleet, watch duties are regulated by two different methods:

- (a) On the same principle as on ships of the Transport Fleet, ie, four hours watch duty and eight hours off duty.
- (b) The so called "brigadnyy" method. "Brigadnyy" means that a section (two thirds) of the ship's company performs watch duty and another section takes over the following watch (watch below). A section of the crew which picks up the relief watch does not exist, as a rule. It is the duration of one watch under the "brigadnyy" method which makes it distinctive from the other method. On a number of ships it lasts 24 hours (round-the-clock watch), and in some cases 12 hours. In the first case, members of the crew stand watch un-interruptedly for eight hours and then are off duty for 16 hours, out of which the first eight hours may be spent ashore. In the second case, members of the crew stand watch for 24 hours straight and then go off duty for two 24-hour periods, of which one full 24-hour period may be spent ashore. The round-the-clock watch method on ships of the Auxiliary Fleet is the most common method, since this category of the fleet is utilized for operations not on a continuous basis but only when and where needed.

Practices on a very large scale on ships of the Auxiliary Fleet is the system of two crew watches because of the fact that Auxiliary Fleet ships are mostly understaffed. In these cases, members of ship crews receive pay compensations according to the tariff.

23. Operations in the Merchant and River Steamship Lines in the USSR are on a 24-hour basis but this does not apply to all employees. In principle the duty schedule of steamship line employees is based on the eight-hour working day, therefore, duty hours of shore based personnel of steamship lines are:

8 hours a day
48 hours a week
204 hours a month (on an average)

24. According to the type of occupation, shore-based steamship line personnel are divided into two categories:

- (a) Administrative and technical personnel (officials) not directly connected with the movement of the fleet; numerically a large percentage of workers. In this case the duty schedule is of the usual nature, namely from 0900 to 1800 hours with a one-hour lunch period, usually from 1300 to 1400 hours. Rest is provided for by the legal days of weekly rest (Sundays) and holidays. Beyond their regular duties, these officials work overtime whenever steamship line operations demand it; they get no extra pay for this overtime work. Duty rosters are set up by the steamship line bosses.
- (b) Operational personnel whose work is directly connected with fleet movements. To this category belong: the dispatch apparatus of the steamship line operational services, group engineers of the ship-engineering services on duty, communication service officials, navigational depot officials, personnel from the

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secret code sections as well as a number of other subsidiary organizations serving the fleet. Personnel in these categories work on a continuous 24-hour basis. Their working schedules are established on shifts based on an eight-hour working day and in the case of radio and telephone operators on a six-hour working day. The method of organizing the shifts is different in each of the various steamship lines. In some of the steamship lines operational personnel work on the basis of eight-hour shifts, in others on the basis of 12-hour shifts and in a large number of steamship companies 24-hour shifts are established for operational personnel. The establishment of 24-hour shifts for radio and telephone operators is forbidden. In order to insure that operational personnel do not work beyond their normal working time and get paid for work performed on their weekly off-duty days and holidays, the management of the majority of steamship companies provides for the maintaining of an adequate staff of operational personnel; for instance, a staff of 4, 8, 12 and not 3, 6, 9 dispatchers. In cases where the management failed to provide for maintaining an adequate staff of personnel, the legal compensation is paid for overtime performed beyond the normal working time as well as for work performed on off-duty days and holidays. In the overwhelming majority of steamship companies whose ships travel the sea lanes, operational personnel work schedules are based on 24-hour shifts. Shifts begin at 1800 hours and end at 1800 hours of the following 24-hour period.

25. River navigation steamship lines, on the other hand, most frequently maintain 12-hour shifts for their operational personnel. Accordingly, operations of maritime and river navigation steamship lines are based on a 24-hour schedule in the navigational as well as the inter-navigational period. In the navigational period operations are tied in with the movement of the fleet and in the inter-navigational period, they consist of wintertime ship repair.
26. Work in maritime and river ports of the USSR is performed on a 24-hour basis. In principle, duty schedules of harbor personnel are based on the established eight-hour working day or six-hour working day where workers are engaged in hazardous occupation. Consequently harbor personnel generally work:

8 hours per day
48 hours per week
204 hours per month (on the average)

27. According to the nature of work performed, harbor personnel are divided into two categories:
 - (a) Administrative and technical personnel, not directly connected with the movement and processing of the fleet. In this case the working time schedule is the usual one, namely from 0900 hours to 1800 hours with one hour off for lunch. Personnel in this category are entitled to rest periods on the generally established weekly days-off as well as on holidays. Over and above their regular working hours, workers in this category are compelled to do overtime without extra pay whenever called upon to do so by the harbor management. Duty rosters and time schedules are set up by the port supervisors. The number of port installation workers having normal working hours is insignificant.
 - (b) Operational harbor personnel whose work is directly connected with fleet processing. In quantity this is the most significant portion of harbor personnel. To this category belong:
 - (1) The dispatch apparatus of the administration of ports and freight-handling divisions.
 - (2) Some personnel from the mechanical work sections of the port administration.
 - (3) Some personnel from the ship-engineering sections of the port administration.

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- (4) Transport depot personnel
 - (5) Communications workers
 - (6) Secret code section personnel
 - (7) Personnel from the Port Captain Section
 - (8) Personnel from the loading and unloading districts or rayons, namely: Dispatchers, stevedores (gang foremen), rate fixers, operators, freight depot workers, engineers, electricians, mechanical gear operators, longshoremen, workers in merchant-river transport railheads, militarized and fire protection personnel, shore-based boatswains, and sailors.
28. Since harbor operations are carried on around the clock, duty schedules of operational personnel must also conform with these conditions. Work of operational personnel is based on the following shifts:
- (a) Shifts lasting eight hours
 - (b) Shifts lasting 12 hours
 - (c) Shifts lasting 24 hours
- This does not mean that all operational workers in one and the same harbor have one single type of shift. As a rule, one section of workers work the eight-hour shift, another the 12-hour shift and the third section of workers works around the clock; that is, on a 24-hour shift. In general, in Soviet ports, dispatchers, gang foremen, shore-based boatswains and sailors, port captains section personnel and secret code section personnel work on a 24-hour and in some cases a 12-hour shift. For mechanical gear operators, longshoremen, rate fixers, markers, freight depot workers, electricians and mechanics the eight-hour shift is always the rule and personnel in these categories move from one shift to another every week.
29. The job assignment of harbor personnel is made up in such a manner that operational personnel are not called upon to work over and above their normal working hours, and that they will be compensated for work performed on their weekly day-off or on holidays.
30. Round-the-clock port operations usually go on for the period of a whole year. During the inter-navigational period operations in ice bound harbors are somewhat curtailed due to stoppage of the incoming flow of freight from the sea. On a continuous basis, however, is the handling of freight brought ashore from the sea during the navigational period as well as of freight forwarded to ports overland for merchant or river transport at the time navigation is open once more.
31. Operations of the overwhelming majority of industrial enterprises serving the merchant and river fleet are carried on on the basis of one daily shift. Partially industrial enterprises usually switch over to two-shift operations and sometimes even to three-shift operations during the inter-navigational period when there is a large volume of fleet repair jobs. When industrial enterprises maintain single-shift duty schedules, personnel of these enterprises work in daytime only, usually from 0800 hours to 1700 hours, with one hour off for lunch. In this case, only dispatchers, commandant's office and guard personnel as well as plant management officials perform round-the-clock duties.
32. When industrial enterprises maintain two- or three-shift operations, the workers, the workshop engineering/technical personnel and the work superintendents (proizvoditeli rabot proreby) regulate their duties by shifts. Each shift lasts eight hours. Every week personnel switches from one shift to another. In addition to the production personnel, those workers who are employed in sections serving the enterprise, for instance depots and the technical control section are also regulated by shifts. Dispatchers, commandant's office personnel, protection personnel, steam power station and electric power station personnel as well as plant management officials perform their duties around-the-clock and independent of duty schedules established by the plant.

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33. Duty schedules in the merchant and river fleet construction organizations are based on the one-shift system at the rate of an eight-hour working day usually starting at 0800 hours and ending at 1700 hours with one hour off for lunch.
34. The duty schedule for personnel employed in the Administration of Lanes, in the Administration of the Technical Fleet, in the Administration of Hydro-technical Canal Structures coincides with the duty schedule of steamship line personnel, to wit:
- (a) Members of the Administrative and Technical Staff who are not directly connected with operations of the Dredging and (Shipping) Lanes Fleet work in one shift, usually from 0900 to 1800 hours with one hour off for lunch. In addition, they perform overtime work whenever called upon to do so by the management without the benefit of any kind of overtime pay.
 - (b) Operational workers whose work is directly connected with the operations of the Dredging and (Shipping) Lanes Fleet work on a round-the-clock basis, in shifts. The shifts are set up for eight-, 12-, and 24-hour periods. The most widely accepted system is that of a 24-hour shift. To the category of operational workers in this case belong: group engineer (on duty) from the ship engineering sections, dispatchers from the production-planning sections, navigational depot personnel, communications personnel.
35. In the overwhelming majority of the remaining Merchant and River Transport organizations, duty schedules are based on the single-shift from 0900 to 1800 hours with one hour off for lunch. In a number of organizations such as the Inspection for Port Control (Portovogo Nadzora) of the Merchant Fleet, and the Dry Dock Inspections of the River Fleet, operations are carried out on a 24-hour basis and in shifts. As a rule, shifts in these organizations are round-the-clock shifts.
36. Information on the numerical strength of personnel employed by the USSR Merchant and River Transport and information on duty schedules as they are established in the different Merchant and River Transport organizations became known to me due to the following circumstances:
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756.111	N
756.161	N
756.511	N
103.683	N
762.206	N

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